

~~CONFIDENTIAL~~

Approved For Release 2001/08/09 : CIA-RDP78-05747A000100170060-5
(When Filled In)

63-3

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

25X1A

FROM:

Chief, Compensation and Tax Accounts Branch

ALLOTMENT SYMBOL

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

24 June 1962

7 July 1962

48

7

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

Unusually large volume of payroll action.

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ORIG CLASS 3 PAGES 1 REV CLASS C
JUST 22 NEXT REV 2010 AUTH HR 70-2~~

DATE

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

29 June 1962

25X1A

TYP

AUTHORIZATION

A

DATE CONCURRED

29 JUN 1962

DATE AUTHORIZED

JUL 1962

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